

EVACUATION ANNEX PURPOSE

I. PURPOSE

The purpose of this annex is to provide procedures to the orderly and coordinated evacuation of residents of the City of Salem due to any emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Residents of the City of Salem may be advised to evacuate due to various emergency operations, including, but not limited to, flooding, fire, hazardous materials release, etc.
2. There are two types of evacuations that may be utilized: general and limited.
3. General evacuation routes have been designated for use when evacuating from the risk area.
 - a) A general evacuation would involve the relocation of a large portion of the public from the risk area.
 - b) A limited evacuation would involve the relocation of a smaller portion of the public from a risk area

B. Assumptions

1. First responders (fire, police, EMS, rescue) will usually be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.
2. The annex focuses on hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in the jurisdiction.
3. Some residents may refuse to evacuate after being advised to do so, as is their right in Illinois.
4. Most evacuees would try to relocate with friends or relatives, or go to a hotel/motel, rather than go to a public shelter.

5. Residents may try to re-enter a risk area before safe to do so
6. Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.
7. Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.
8. Roughly 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government-provided mass care shelters.
9. Where available, Illinois National Guard (as approved by the Governor) will be available to support evacuation efforts.
10. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible to implementing it should be the IC at the scene of the emergency, with support arranged through the EOC as necessary. Evacuation instructions should be based on known or assumed health risk associated with the hazard.

I. CONCEPTS OF OPERATIONS

- A. The City of Salem Police Department will designate general evacuation routes for residents to use. At the time of general evacuation, the Police Chief and DOEM Coordinator will designate areas along the route where evacuees can obtain fuel, water, medical aid, vehicle repair/maintenance, information, and comfort facilities, as well as recommended destinations.
- B. Emergency responders (fire, police, EMS, rescue) would be the first on scene to an emergency, or potential emergency, requiring an evacuation. They may recommend evacuation to residents, taking into consideration the following characteristics of the emergency:
 1. Magnitude of the emergency.
 2. Intensity of the emergency
 3. Time until onset.

4. Expected duration of the emergency.
- C. Following the evacuation recommendations by an emergency response organization, the City of Salem Police Chief will be notified and will coordinate the evacuation effort, including:
1. Identifying the number of people requiring transportation to evacuate.
 2. Designating an assembly point for evacuees without their own transportation for assembly.
 3. Arranging transportation for evacuees without their own vehicles.
 4. Arranging shelters to house evacuees.
 5. Providing evacuation information to the local media to be disseminated
- D. Provisions, to the extent possible, will be made for providing the elderly, persons with mobility impairments, the handicapped, and hospital/nursing home patients proper transportation methods (with lifts), medical assistance and other related support during emergency situations.
- E. The City of Salem Police Department is responsible for overseeing and controlling of evacuation routes.
- F. School personnel will be responsible for evacuating students.
- G. For major evacuations the Emergency Operations Center (EOC) will be activated. Decisions will be made at the EOC and transmitted to the Incident Command Post.
- H. Evacuees should use the designated evacuation routes. This will allow emergency personnel to monitor and evaluate evacuation operations.
- I. Impediments to evacuation must be countered to ensure effective evacuation operations. If an evacuation becomes blocked due to a physical barrier, traffic congestion, etc., action must be taken to either remove the barrier or to establish another evacuation route and reroute the traffic. Inoperable vehicles must be moved to the side of the road or towed away to keep traffic moving.

- J. If there is not enough time to acquire transportation for persons without their own mode of transportation, or if there is a shortfall of vehicles for transportation, officials should request persons with vehicles who are evacuating to give the persons without a vehicle a ride to the shelter. Able-bodied evacuees may be asked to walk to the nearest assembly point to wait for transportation. As a last resort, officials may recommend in-place sheltering.
- K. Should efforts of public response agencies be inadequate, assistance from the private sector and local voluntary organizations will be requested. The DOEM Coordinator will maintain a list of local organizations who could assist in evacuation operations.
- L. Each agency/organization providing evacuation assistance shall arrange for the activation and release of their personnel to provide for a continuous 24-hour manning of jobs during emergency operations. In addition, each organization will be responsible for providing necessary logistical support for their personnel.
- M. If all local efforts have been exhausted, assistance in evacuation operations will be requested from nearby jurisdictions should be done directly to the jurisdiction. Requests to the state or federal government should be directed to the IEM.A.
- N. If necessary, coordination with a host jurisdiction will be conducted to ensure adequate sheltering for evacuees
- O. Any radiological response personnel from the state or federal government teams will be notified, if appropriate, to provide radiological decontamination of response personnel, equipment, supplies, instruments, facilities, and civilians.
- P. Each emergency response organization is responsible for identifying any specific emergency authorities that can be assumed by the designated successors. These authorities should be outlined in an SOP.
 - 1. The successor's emergency authority will become effective upon the unavailability that can be assumed by the designated successor to fulfill his duties upon his inability to serve, such as sickness, injury, or commitment elsewhere.
 - 2. When a successor has been made and someone assumes responsibility for a particular function, all agencies will be notified. This will be done by making the announcement in EOC and having each EOC member relay the information to their agencies. The alternate method will be to have the DOEM communications center make the announcement.

- Q. Re-entry into the evacuation area will only be allowed after it is determined by the appropriate officials that it is safe to do so. Technical advice from the state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)
- R. Transients
 - 1. Hotel and motel guests will be expected to use their own modes of transportation for evacuation.
 - 2. Street people and those lacking transportation will be transported via public vehicles
- S. There are no mutual aid agreements negotiated, coordinated, or prepared at this time.
- T. Commercial radio stations will be the primary means of keeping the evacuees and the general public informed.
- U. Assembly areas for picking up people will be selected by the Evacuation Coordinator.
- V. Access to controlled areas will be controlled by law enforcement, with assistance from other city agencies. Persons wishing access must show proper identification. Law enforcement will patrol all evacuated areas unless unsafe to do so.
- W. The hospital is responsible for arranging the evacuation of patients, with assisting coordination from DOEM.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Chief Executive Official (CEO)
 - 1. Requires the evacuation coordinator to report to the EOC when notified of an emergency.
 - 2. Issues a statement on the jurisdiction's policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc) that will be discontinued or interrupted in the evacuation area.
 - 3. Issues evacuation instructions or an evacuation order when appropriate.

B. Evacuation Coordinator (upon arrival at the EOC)

1. Reviews known information about the emergency situation and make recommendations to the Emergency Coordinator on the appropriate evacuation options to implement
2. Determines any scene(s) where IC(s) may have already evacuated. If so, identifies perimeters and verify extent of abandonment.
3. Identifies assembly areas for picking up people that do not have their own transportation.
4. Identifies evacuation routes
 - A. Identifies the traffic capacity of each designated evacuation route.
 - B. Selects evacuation routes from risk area to designated mass care facilities.
 - C. Examines access to evacuation routes from each part of the risk area.
 - D. Coordinates with law enforcement officials.
 - E. Prepares the evacuation movement control plan.
5. Assists as appropriate, the animal care control agency's effort to evacuate animals at risk during disaster emergency situations.

C. Evacuation Manager (DOEM Coordinator)

1. Makes recommendations to the CEO on the appropriate evacuation option to implement.
2. Ensures that functional coordinators are clear on location of mass care facilities outside the risk area that will be used to house evacuees.
3. Coordinates with and assist the animal care and control agency staff to identify facilities that may be used to house evacuated animal.

D. Law Enforcement

1. Provides traffic control during evacuation operations. Operational considerations include:
 - A. Route assignment departure scheduling.
 - B. Road capacity expansion.
 - C. Entry control for outbound route.
 - D. Perimeter control on inbound routes.
 - E. Traffic flow, including dealing with breakdowns.
 - F. Establishment of rest area.
2. Secures protects, and houses those prisoners that must be evacuated.
3. Assist in the evacuation of the risk area, as necessary.
4. Protects property in the evacuated area.
5. Limits access to the evacuated area.
6. Coordinates with the Evacuation Coordinator.

E. Public Works Director

1. Verifies the structural safety of routes (roads, bridges, railways, waterways, airstrips, etc.) That will be used to evacuate people.

F. Public Information Officer (PIO)

1. Disseminates the following types of instructional materials and information to evacuees.
 - A. Identification of the specific area(s) to be evacuated
 - B. List of items evacuees should take with them (such as food,

water medicines, portable radio, fresh batteries, clothing, sleeping bags).

C. Pickup points for people requiring transportation.

D. Departure times.

E. Evacuation routes. (Give easy to understanding instructions using major roads, streets, highways, rivers, etc).

F. Location of mass care facilities outside of the evacuation area.

2. Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.
3. Disseminates information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.

G. Mass Care Coordinator

1. Activates staff and opens mass care facilities outside the evacuation area when directed to do so by the appropriate authority.

H. Health and Medical Coordinator

1. Ensures patient population is reduced in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.
2. Ensures transport and medical care are provided for the patients being evacuated.
3. Ensures continuous medical care is provided for patients who cannot be moved be when hospitals, nursing homes, and other health care facilities are evacuated.

I. School Superintendents

1. Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
2. Closes school facilities and releases students from school when directed to do so by appropriate authority.
3. Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.

J. Animal Control Agency

1. Based on information from the Evacuation Coordinator on the high-hazard areas in the jurisdiction, makes an initial estimate of the numbers and types of animals that may need to be evacuated.
2. Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, pet stores, animal shelters, etc. and wildlife (as appropriate) from the risk area.
3. As appropriate, mobilizes transportation vehicles that may be used to evacuate the animals.
4. Implements evacuation by sending evacuation team(s) to load and transport to a safe location.
5. As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.

K. All Tasked Organizations

1. Assist with evacuation.
2. Make provisions and identify the relocation of organizational equipment and supplies that will be moved from the evacuation area.
3. Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.

L. The City Attorney/state's Attorney

1. Shall obtain a court order to evacuate persons in the affected area.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Records and Reports.
 - A. Evacuation Coordinator shall maintain in chronological order a listing of all public notices given related to evacuation.
 - B. Realizing that only approximate numbers of evacuees can be documented, all tasked organizations should be aware and relay to the Evacuation Coordinator any approximation of people evacuated.

- C. Mass Care Coordinator shall maintain the number of and information on evacuees in mass care facilities.
- 2. Primary and Alternative Evacuation Route Maps. Maps are available in EOC. Marking routes will be done during time of situation. Each evacuation route may vary with the situation causing the evacuation.

B. Logistics

- 1. Evacuating essential supplies and equipment
 - A. Requesting or requisitioning the use of trucks from local dealers to haul food, medical supplies, and water.
 - B. Supplies for companion animals shall be the responsibility of the owner.
 - C. Sanitation devices (Port a-Potty) will be requested from the sanitation services.
 - D. Generators and, lighting equipment will be coordinated with DOEM Coordinator and the Resource Manager.
 - E. Gas and diesel fuel will be transported with coordination of DOEM Coordinator and the Resource Manager.
 - F. Public works equipment and vehicles will be evacuated as necessary by the Public Works Director.
 - G. Fire, Police, and emergency vehicles will be evacuated as per the recommendation of the IC.

VI. DEVELOPMENT AND MAINTENANCE OF EVACUATION ANNEX

- A. The responsibility for revisions, keeping attachments current, and developing necessary documents for the annex belongs to DOEM.
- B. . The responsibility for revisions and maintaining SOP's belongs to the emergency response groups.

VII. AUTHORITIES AND REFERENCES

- A. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 42 U.S.C. 5121 et seq.
- B. The Illinois Emergency Management Act (P.A. 87-168, January 1, 1992).
- C. The City of Salem ESDA Act Ordinance Number 76-8 Feb. 2, 1976.

VIII. SUCCESSION OF COMMAND

The line of succession for the Evacuation Coordinator

- 1. Evacuation Coordinator
- 2. Assistant Evacuation Coordinator
- 3. Or Designee

IX. APPENDICES

- A. Pre-emergency Operations Checklist
- B. Response Operations Checklist
- C. Recovery Operations Checklist
- D. General Evacuation Routes and Map of Major Roads and Railroads Used to Transport Extremely Hazardous Substances.

APPENDIX A PRE.-EMERGENCY OPERATIONS CHECKLIST

- 1. Train assigned evacuation response staff and volunteer augmenters to perform emergency functions.
- 2. Identify potential risk areas that may require evacuation.
- 3. Identify on maps the primary and alternate evacuation routes for the established risk areas of the jurisdiction.
- 4. Identify traffic capacity estimates for the designated evacuation routes.
- 5. Identify population groups requiring special needs during evacuation (disabled, hospital, nursing homes, prisoners, etc.).
- 6. Develop a system to track resources deployed during a disaster.

7. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information and comfort facilities.
8. Develop SOP's in sufficient procedural detail to ensure successful response during a major disaster.
9. Update Evacuation Annex as necessary.
10. Maintain current inventory of all emergency response resources.

APPENDIX B. RESPONSE OPERATIONS CHECKLIST

1. Recommend evacuations when necessary.
2. Identify the number of people requiring transportation to reception areas, designated assembly point, and the means to get these people to the destination point.
3. Arrange to evacuate special populations.
4. Activation shelter operations or contact reception area, as appropriate.
5. Provide security for evacuated areas.
6. Provide traffic and perimeter control.
7. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, and comfort facilities. (These can be shown on maps at EOC)
8. Report the appropriate evacuation information to the EOC during emergency operations.
9. Keep the public informed about emergency conditions, evacuation routes, destinations and other vital information. (see Public Information Annex).
10. Continue to train assigned evacuation personnel and volunteer augmenters to perform emergency functions.
11. Notify the IEMA of large-scale evacuations.
12. Maintain response exposure records for all response personnel.

APENDIX C. RECOVERY OPERATIONS CHECKLIST

1. Support recovery operations during disaster events.
2. Arrange for early return of persons needed to staff essential service operations, or to reactivate vital business activities.
3. Initiate eneral return of evacuees to area as soon as possible.
4. Provide traffic control for return of evacuees.
5. Support cleanup and recovery operations.

APENDIX D. GENERAL EVACUATION ROUTES AND MAP OF MAJOR ROADS
AND RAILROADS USED TO TRANSPORT
EXTREMELY HAZARDOUS SUBSTANCES

1. Maps are located in EOC.
2. Map of City of Salem in each EOP binder.
3. Marking of maps for each situation, each situation may be different. Pre-marked evacuation routes may not at time of situation, be used as an evacuation route.